

**HIMACHAL PRADESH
JUDICIAL ACADEMY**



**Training Calendar
2018-2019**

**TRAINING CALENDAR FOR THE ACADEMIC YEAR 2018-2019
(From 1.7.2018 to 30.6.2019)**

FOR JUDICIAL OFFICERS and POLICE OFFICERS

Two days Training Programme on “Use of Video Conferencing Facilities”

To be held on: 20-21 Jul., 17-18 Aug., 14-15 Sept., 5-6 Oct., 2-3 Nov. & 14-15 Dec., 2018

Session	Day 1	Day 2
1	Technical Session-1 <ul style="list-style-type: none">✓ Brief overview of E-Courts’ Projects✓ Technical aspects in VC	<ul style="list-style-type: none">✓ Simulating Remand Procedures and Witness Examination✓ Legal provisions and Judgments in the context of using VC between Courts and Prisons
2	<ul style="list-style-type: none">✓ Live Demo of VC System	<ul style="list-style-type: none">✓ Future of technological integration of Criminal Justice System (ICJS)
3	Technical Session-2 (Panel Discussion) <ul style="list-style-type: none">✓ Connecting the courts and the prisons.✓ How E-Courts Project has benefitted the Criminal Justice System.✓ Police’s experience with the VC System.✓ Courts’ experience with the VC System.✓ Integration of FSLs with Courts	<ul style="list-style-type: none">✓ Management Reporting from NJDG
4	Technical Session-3 <ul style="list-style-type: none">✓ Introduction of Technology: Managing Organizational Change	<ul style="list-style-type: none">✓ Management Reporting from CIS✓ Group Discussion✓ Valediction

FOR JUDICIAL OFFICERS OF THE STATE

One day Judicial Colloquium on “*Prevention of Human Trafficking*”

To be held on: 29th July, 2018 for all the Judicial Officers of the State

Session	Topic
1	✓ Dimensions, Challenges and existing response on Human Trafficking (along with a Documentary)
2	✓ Laws/ Court Practices relating to Sex Trafficking
3	✓ Law/ Court Practices relating to Labour Exploitation and Juvenile Justice
4	✓ Voices of Trafficked Survivors
5	✓ Role of NGOs in Victim Protection, Rescue, Care and Support
6	✓ Role/ Programmes of Government in Prevention, Protection and Rehabilitation

FOR DISTRICT JUDGES AND ADDITIONAL DISTRICT JUDGES

Two days Course on “Prevention of Corruption Act, NDPS Act and SC/ST Act”

To be held on: 26-27 Oct. & 16-17 Nov., 2018

Session	Day 1	Day 2
1	<ul style="list-style-type: none">✓ The Prevention of Corruption Act, 1988- An Overview✓ Substantive Issues: burden of proof✓ Procedural Issues: Conduct of trial-finding guilt- approach to sentencing	<ul style="list-style-type: none">➤ An Overview of the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989 with reference to Recent Amendments
2	<ul style="list-style-type: none">✓ Trial of Corruption cases✓ Obstacles in combating the problem of corruption and measures to eradicate this menace✓ Pronouncements of Hon’ble Apex Court and High Courts	The Narcotic Drugs and Psychotropic Substances Act, 1985 <ul style="list-style-type: none">✓ Important Definitions and Scheme of the NDPS Act✓ Provisions of Bail✓ Procedure under the NDPS Act
3	<ul style="list-style-type: none">✓ Management- Tools and its effective usage in Judicial Administration	<ul style="list-style-type: none">✓ Role of Forensic Science in Effective and Speedy Adjudication
4	<ul style="list-style-type: none">✓ Techniques and Tools for Stress Management/ Personality Development	<ul style="list-style-type: none">✓ Group discussion✓ Valediction

FOR SENIOR CIVIL JUDGES AND CIVIL JUDES

Two days Course on “PC&PNDT Act, NDPS Act and the Mental Healthcare Act”

To be held on: 15-16 Mar., 5-6 Apr., 3-4 May & 14-15 Jun., 2019

Session	Day 1	Day 2
1	<p>Pre-Conception and Pre-Natal Diagnostic Techniques (PCPNDT) Act, 1994</p> <ul style="list-style-type: none"> ✓ Sex Selection- Causes and Consequences ✓ Declining Sex Ratio in India: Reasons, Gender Gap and Need for Policy Reforms ✓ PC&PNDT Act vis-a-vis Human Rights and Empowerment of Women 	<p>The Narcotic Drugs and Psychotropic Substances Act, 1985</p> <ul style="list-style-type: none"> ✓ Important Definitions of the NDPS Act ✓ Procedure to be followed under the Act ✓ Issuance of Warrant and Authorization- Section 41 ✓ Entry, Search, Seizure and Arrest without Warrant or Authorization- Section 42 ✓ Seizure and Arrest in Public Place- Section 43 ✓ Search of Person – Section 50
2	<p>Pre-Conception and Pre-Natal Diagnostic Techniques (PCPNDT) Act, 1994</p> <ul style="list-style-type: none"> ✓ Salient Features of the Act ✓ Role of Judiciary in effective implementation of the provisions of the Act ✓ Save the Girl Child initiatives in India ✓ Pronouncements of Hon’ble Apex Court and High Courts 	<p>The Narcotic Drugs and Psychotropic Substances Act, 1985</p> <ul style="list-style-type: none"> ✓ Disposal of Seized Property under the NDPS Act- Section 52 A ✓ Bail under the NDPS Act ✓ Recent Judgments of Hon’ble Apex Court and High Courts
3	<ul style="list-style-type: none"> ✓ The Mental Healthcare Act, 2017- An overview 	<ul style="list-style-type: none"> ✓ Role of Forensic Science in Effective and Speedy Adjudication
4	<ul style="list-style-type: none"> ✓ Techniques and Tools for Stress Management/ Personality Development 	<ul style="list-style-type: none"> ✓ Group Discussion ✓ Valediction

**FOR CHIEF JUDICIAL MAGISTRATES AND MOBILE TRAFFIC
MAGISTRATES OF THE STATE**

One day Course on “Motor Vehicles Act, 1988”

To be held on: 25th August, 2018

Session	I	II	III	IV
	<ul style="list-style-type: none">✓ Aim and object of the training✓ Salient Features of the Motor Vehicles Act, 1988	<ul style="list-style-type: none">✓ H.P. Motor Vehicles Rules, 1999✓ Powers and Functions of Traffic Magistrates under the M.V. Act	<ul style="list-style-type: none">✓ Adjudication of Cases under the Motor Vehicles Act✓ Pronouncements of Hon’ble Apex Court and High Courts	<ul style="list-style-type: none">✓ Group Discussion✓ Valediction

FOR MINISTERIAL STAFF i.e. AHLMADS AND SUMMARY CLERKS

Two days Orientation Training Programme on “*Issuance of Processes*”

To be held on: 9-10 July, 3-4 Aug., 6-7 Sept., 8-9 Oct., 12-13 Nov., 3-4 Dec., 2018, 4-5 Jan., 25-26 Feb., 11-12 Mar., 11-12 Apr., 6-7 May, 24-25 June, 2019

Session	Day 1	Day 2
1	<ul style="list-style-type: none"> ✓ Aims and Object of Training ✓ Public Dealing ✓ Communication Skills for Better Services ✓ An overview of institutional organization of Ahlmads Branch and its relationship with the Civil and Criminal justice Delivery System. ✓ Role and Responsibilities of Ahlmads and Summary Clerks in Dispensation of Justice 	<ul style="list-style-type: none"> ✓ Record Management- Maintenance of Record, Indexing of case files, Consignment of Records ✓ Registers being maintained by the Ahlmad and Summary Branch ✓ Statements required to be submitted to Hon’ble High Court on monthly/quarterly/ half yearly/ yearly basis
2	<ul style="list-style-type: none"> ✓ Difficulties generally faced by the Ahlmads and Summary Clerks in speedy disposal of work. ✓ Identifying and Sharing the Best Practices ✓ Role of Information and Communication Technology in quick disposal of work 	<ul style="list-style-type: none"> ✓ CCS (CCA) Rules ✓ Departmental Inquiries
3	<ul style="list-style-type: none"> ✓ Issuance of Summons and precautions to be taken while issuing summons ✓ Preparation and Issuance of Warrants of Arrest and other Processes ✓ High Court Rules and Orders regarding issuance of processes 	<ul style="list-style-type: none"> ✓ Maintenance of Service Books. ✓ Dealing of Receipts, Noting and Drafting. ✓ Routine Office Procedure
4	<ul style="list-style-type: none"> ✓ CCS (Pension) Rules, 1972 ✓ New Pension Scheme 	<ul style="list-style-type: none"> ✓ Group Discussion ✓ Valediction

FOR MINISTERIAL STAFF OF SUBORDINATE COURTS

Three days Training Programme on “*Ubuntu-Linux 14.04 & LibreOffice-Writer/Calc 4.2*”

To be held on: 5-7 July, 27-29 Aug., 24-26 Sept., 22-24 Oct., 26-28 Nov. & 17-19 Dec., 2018, 17-19 Jan., 18-20 Feb., 18-20 Mar., 22-24 Apr., 20-22 May, & 10-12 June, 2019

Session	Day 1	Day 2	Day 3
1	<ul style="list-style-type: none"> ➤ Introduction of Participants ➤ Aim & Object of Training. 	<ul style="list-style-type: none"> ➤ LibreOffice – Writer 4.2- An Overview ➤ LibreOffice Writer-Basic Tips ➤ How to avoid the following five frequently committed mistakes: <ol style="list-style-type: none"> i. Use of spacebar in place of Tab ii. Use of Enter Key in place of Paragraph spacing iii. Use of Enter Key for Page Break iv. Use of Manual Paragraph Numbering v. Use of Manual Page Numbering ➤ Useful Tips & Techniques 	<ul style="list-style-type: none"> ➤ LibreOffice Calc: 4.2 – An Introduction ➤ Concept of Database ➤ LibreOffice Calc: 4.2 Basics
2	<ul style="list-style-type: none"> ➤ Basic Operating System Concepts- Why Ubuntu-Linux- features & benefits ➤ What’s new in Ubuntu-Linux 14.04 (eCommittee customized version) ➤ Installation of Ubuntu-Linux 14.04 	<ul style="list-style-type: none"> ➤ File Type in LibreOffice Writer: <ol style="list-style-type: none"> i. Tools → Options → Load/Save → General → ODF Text Document (.odt) ii. MultiSave Utility iii. AutoSave Option ➤ Difference between AutoCorrect & Auto Text ➤ Useful Tips & Techniques 	<ul style="list-style-type: none"> ➤ Spreadsheet Basics <ol style="list-style-type: none"> a. Cells, Rows, Worksheets b. Cell Address, Cell References c. Worksheet Layout d. Formulae Bar & Syntax ➤ Using Arithmetic Formulae in Calc <ol style="list-style-type: none"> a. Sum b. Average c. Count d. Minimum e. Maximum f. Logical Functions g. Multiple Worksheet

			Formulae
3	<ul style="list-style-type: none"> ➤ Ubuntu-Linux 14.04- Managing Files and Folders <ul style="list-style-type: none"> ○ Drag & Drop for Copying and Moving Files and Folders ○ Dynamic Search of Files Browser ○ Recent Files/Folders View in File Browser ➤ Ubuntu-Linux 14.04- Useful Applications in eCommittee customized version <ul style="list-style-type: none"> ○ Clipboard Manager (Clipit), StarDict & GoldenDict Dictionaries, PDF Shuffler, PDFMod, Gspeaker, espeak, Audacity, Calibre, Guvview etc. 	<p>LibreOffice – Writer Paragraph & Page Numbering</p> <p>Simple Paragraph Numbering Using ‘F12’ for simple paragraph numbering</p> <p>Outline (Multilevel) Paragraph Numbering Use of Tab and Shift Tab Key for Multilevel (Outline) Paragraph Numbering How to have unnumbered para in numbered list of paragraphs</p> <p>Positioning Issues in Outline (Multilevel) Paragraph Numbering and how to solve them</p>	<ul style="list-style-type: none"> ➤ Salary Statement using Different Formulae ➤ Pendency Disposal Statement ➤ Income Tax Calculation ➤ Data Analysis Techniques <ul style="list-style-type: none"> ○ Auto Filter, Standard Filter, Advance Filter, Remove Filter ○ Validity ○ Consolidation ○ Pivot Table, Pivot Chart ○ Group/ Ungroup ○ Freeze ○ Exporting worksheet to PDF ○ Protect Sheet ➤ Page Break Preview, Printing of Worksheet ➤ Other Useful Tips & Techniques
4	<ul style="list-style-type: none"> ➤ Installation of new applications in Ubuntu-Linux- Ubuntu Software Centre ➤ Other useful Tips & Techniques 	<ul style="list-style-type: none"> ➤ Page Numbering <ul style="list-style-type: none"> (i) Insert Header/Footer (ii) Page Number, Page Count (iii) How not to show page number on first page (iv) How to have desired number series from desired page. ➤ Useful Tips & Techniques 	<ul style="list-style-type: none"> ➤ Questionnaires ➤ Feedback ➤ Valediction

FOR MINISTERIAL STAFF OF SUBORDINATE COURTS

Two days Training Programme on “*CIS National Core Version 2.0*”

To be held on: 16-17 Jul., 30-31 Jul., 6-7 Aug., 20-21 Aug., 17-18 Sept., 28-29 Sept., 29-30 Oct., 19-20 Nov., 10-11 Dec. & 26-27 Dec., 2018, 7-8 Jan., 21-22 Jan., 4-5 Feb., 15-16 Feb., 7-8 Mar., 22-23 Mar., 8-9 Apr., 29-30 Apr., 13-14 May, 27-28 May, 3-4 Jun. & 17-18 Jun., 2019

Session	Day 1	Day 2
1	<ul style="list-style-type: none"> ✓ Concept of Establishment with reference to various jurisdiction ✓ Concept of Establishment in CIS ✓ Difference between Establishment and Court ✓ Method of deciding the establishment of a Court ✓ Workflow of- Filing-Objections-Registration-Allocation ✓ When a case becomes a part of the balance sheet: ✓ Only when registered as a case under any case type ✓ What is an I.A.? When required? ✓ Whether I.A. counted in balance sheet (Monthly Statement) as pendency ✓ A new case entry should not be used where I.A. can be used ✓ Importance of auto numbering pattern ✓ Daily Proceedings 	<p>Daily Case Proceedings (Court User) Admin User</p> <ul style="list-style-type: none"> ✓ Daily Case Proceedings ✓ Recall ✓ Disposal through Daily Case Proceedings Screen ✓ Bulk proceedings with compulsory business entry ✓ Restore (Refile) of Rejected Cases ✓ Revocation (Restore) of Disposed Cases ✓ Marking Parties Presence ✓ Concept of IA in Proceedings when listed with the case/without case listed ✓ Under Trial Prisoner Data Entry ✓ Witness Information ✓ Uploading Orders/ Judgments ✓ Setting up Summons, Notice templates at local level ✓ Legal Heir Addition ✓ Mediation entries ✓ Creation of Users ✓ Assignment of Privileges (rights/ roles) to the user ✓ Modifying Case information ✓ All Reports in DJPMC ✓ Year Change script in every December last working day
2	<p>Ubuntu-Linux Server Operating System</p> <ul style="list-style-type: none"> ✓ Issues relating to installation of Ubuntu-Linux Server OS ✓ Issues on Backup/Restore policies ✓ Useful commands for day to day system administration ✓ Services Management ✓ Procedure to update packages on 	<p>Data Uploading and Connectivity Issues SMS Services through CIS</p> <ul style="list-style-type: none"> ✓ Setting up VPNoBB ✓ Issues related to Firewall entries and traceroute ✓ Uploading data on NJDG ✓ Issues related to permissions of msq1/data and court/orders

	<p>Server</p> <ul style="list-style-type: none"> ✓ Software of RAID and Hardware RAID 	<ul style="list-style-type: none"> ✓ Necessary understanding of Advocates Master with mobile numbers and tagging advocates with cases ✓ Need of Litigants numbers
3	<p>Connectivity & Data Uploading</p> <ul style="list-style-type: none"> ✓ Migration of CIS NC 1.0 to CIS NC 2.0 ✓ Migration of different establishments 	<p>Backlog Data Entry and Data Query and Transfer of cases</p> <ul style="list-style-type: none"> ✓ Legacy Data Entries ✓ Calendar ✓ Query Builder ✓ Citizen Interface Kiosk (localhost/ecourtis/kiosk) ✓ Difference between Making Over (Allocation) and Transfer of a case ✓ Transfer of Case within Establishment ✓ Transfer of cases outside Establishment (Committal also) ✓ Bulk Case Transfer
4	<p>Salient new features of CIS National Core ver 2.0 (eCourts)</p> <ul style="list-style-type: none"> ✓ Understanding the new User Interface of CIS National Core Ver 2.0 eCourts) ✓ Dash Board Statistics with link to today's cases ✓ Bar Chart (Case Type wise) and Pie Charts (Age wise) ✓ Dynamically opening side menu\ ✓ Menu Search Functionality ✓ Select Date always on the page ✓ Add, Delete, Modify, Delete in all entry forms ✓ Breadcrumb Path of Menu always on screen ✓ Tan wise Entry instead of vertical scrolling ✓ Masters ✓ National Code in Case Type, Purpose, Disposal, Order Type Masters etc. ✓ Judicial Establishment Code (State Code) (District Code) (Establishment Number)= 6 Characters ✓ Export/ Import functionality in Masters ✓ State Short Code followed by Numeric Code 4 digits ✓ User Master- understanding user Roles 	<ul style="list-style-type: none"> ✓ Interactive Session- Recollection of sessions with clearing of doubts.

FOR MINISTERIAL STAFF OF SUBORDINATE COURTS

Two days Training Programme on “Use of Video Conferencing Facilities”

To be held on: 5-6 Nov., 21-22 Dec., 2018, 28-29 Jan., 22-23 Feb., 1-2 Mar., 26-27 Apr., 17-18 May & 21-22 June, 2019

Session	Day 1	Day 2
1	Technical Session-1 <ul style="list-style-type: none">✓ Brief overview of E-Courts’ Projects✓ Technical aspects in VC	<ul style="list-style-type: none">✓ Simulating Remand Procedures and Witness Examination✓ Legal provisions and Judgments in the context of using VC between Courts and Prisons
2	<ul style="list-style-type: none">✓ Live Demo of VC System	<ul style="list-style-type: none">✓ Future of technological integration of Criminal Justice System (ICJS)
3	Technical Session-2 (Panel Discussion) <ul style="list-style-type: none">✓ Connecting the courts and the prisons.✓ How E-Courts Project has benefitted the Criminal Justice System.✓ Police’s experience with the VC System.✓ Courts’ experience with the VC System.✓ Integration of FSLs with Courts	<ul style="list-style-type: none">✓ Management Reporting from NJDG
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